

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Hospitality - Hotel and Resort Services
Management (Co-op)

2013

HMT3 Curriculum Modification for 2013-14

Fanshawe College

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[cae_tourismhospitalityculinary_hospitalityhotelresortmgmt_coop_documentation](#)

Course/Program Curriculum Changes: Principles

Program Title:	Hospitality mgmt - hotel	
Program Alpha & Number:	HMT3 / HMT4	
Effective Catalog Year:	2013 / 14	
Late Request:		

Reviews are likely to be a response to currency, flexibility and access issues. This review should:

- Clearly describe the reasons for and benefits of the change;
- Answer the questions regarding the effects of the changes – see Program/Curriculum "Rationale"

Note: The Faculty Dean must approve the changes at this point before any further work is to be done. Part of this approval will require that program mapping has been completed – see Note for #2 and #3 below. It may also require VPA's Office approval if significant changes are being proposed.

☐ Changes must be to the benefit of the student with no disadvantages; therefore, if courses needed to complete the program are no longer offered, the School must develop a viable pathway to graduation.

☐ Quality assessment of existing programs is achieved through continuous monitoring by the program team.

☐ Reviews validate that the program learning outcomes are relevant/current and that they continue to be met by the graduation requirements in the program.

☐ The essence of a program is represented in its learning outcomes; the graduation requirements identify the courses & activities whose successful completion is necessary to the mastery of the learning outcomes.

☐ Process should be lean – no unnecessary new steps.

☐ Once students start a program in a specific catalog, no changes to that degree audit may be made, e.g., a course change is proposed for third level. December 1st, 2010 for 2011/2012 catalogue means the new course would not be delivered until September 2012.

☐ Changes must be documented – retained by the School as well as archived with the Office of the Registrar.

☐ Communication of changes must be made to all affected stakeholders.

Comments: chg in hrs. in HoTL 1008 + HoTL 1009
 ↳ new course # req'd? – No – No chg to credit weight
 – why the chg?

Recommended for Approval

☒ Yes

☐ No

Signature

Judy Geddes

Date

Jan 4/13.

Degree Audit Report

Catalog: 2013/2014

Program: HMT3
Department: THS - Tourism & Hospitality
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs

Name: Hospitality Management - Hotel

Grade Scheme: LG2
Major: HMT2 - Hospitality Mgmt-Hotel
Co-Op Indicator: Optional Co-op

Div: THS - Tourism & Hospitality Division

Academic Program Requirement

Total Credits: 76.50
GPA Requirement: 2.000
Minimum Grade: D

Residency Reqmt: 20.00
Residency Reqmt GPA: 2.000

Academic Requirement: HMT3.13 Hospitality Management - Hotel

Major: HMT3
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Year 1

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE	
	ACCT-3035	Principles of Accting for Hosp Industry	75.00	5.00	
	TOUR-1005	Tourism Industry-Intro	30.00	2.00	
	MKTG-1059	Marketing for Tourism & Hospitality	45.00	3.00	
	SANI-1002	Sanitation & Safety	15.00	1.00	
	BEVR-1001	Mixology	45.00	1.50	
	FDMG-1019	Food & Beverage Service Theory	15.00	1.00	
	FDMG-1021	Food & Beverage - Practical	75.00	2.50	
	FDMG-1042	Exploring the Kitchen	75.00	3.50	
	FDMG-1020	The Menu	30.00	2.00	
	DEVL-1034	Career Strategies	31.00	2.00	
	HOTL-1003	Guest Relations	30.00	2.00	
remove :	HOTL-3004	Food Beverage & Labour Cost Control	45.00	3.00	✓
	FDMG-1039	Dining for Professional Success	45.00	3.00	**
	GEOG-1005	Exploring the Globe	45.00	3.00	**
	FDMG-1061	The Big Event	15.00	1.00	
	WRIT-1042	Reason & Writing 1-Tourism& Hospitality	45.00	3.00	
	COMM-3041	Professional Communication for Tour/Hosp	45.00	3.00	
add	HOTL-1008	Front Desk Theory	15.00	1.00	
add	HOTL-1009	Front Desk Practical	45.00	3.00	
requirement:	Year 2				

Subrequirement: Year 2

Take all of the following Mandatory Courses:

add:	HOTL-3004	Food Beverages & Labour Cost Control	45.00		
	FDMG-3032	Events Planning	20.00	1.00	
remove:	HOTL-1008	Front Desk Theory	20.00	1.00	
remove:	HOTL-1009	Front Desk Practical	40.00	3.00	

Degree Audit Report

HOSP-3001	Entrepreneurial Insights	30.00	2.00
HOSP-1009	Facilities Management	45.00	3.00
HOTL-3008	Hospitality Financial Management	30.00	2.00
FINA-1027	Personal Finance	30.00	2.00
HOTL-1005	Convention Services	30.00	2.00
HOTL-3009	Front Office Operations	45.00	3.00
LAWS-3013	Law & Insurance-Hospitality Industry	30.00	2.00
MGMT-3026	Hospitality Management Project	45.00	3.00
HOSP-5001	Hospitality Human Resources Management	45.00	3.00
HOSP-3003	Sales & Yield Management	30.00	2.00
BEVR-1010	Wine Discovery	45.00	3.00

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -
Normally taken in Year 1

Subrequirement: Check Residency

Students Must Complete a Minimum of 20 of the Program
Credits at Fanshawe to meet the Residency Requirement and
Graduate from this Program.

Approved By Chair/Manager:

Approved by Dean:

Department and Date:

Date:

General Education Approved By(as appropriate):

Date:

Ty.
Dec 31/12.

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

RECEIVED
NOV 30 2012
REGISTRAR

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st each year for changes to be implemented for the following September intake. All changes require the approval of the Dean and possibly the VPA's Office, significant.

REMINDER: We need to ensure that changes are made properly and in a timely manner to: maximize student success; optimize employment preparation; meet all quality and integrity responsibilities to MTCU, PQAPA and our Board of Governors; and meet community expectations.

- The **Program/Curriculum "Rationale for Changes"** should be completed using this template and all areas must be completed. An electronic copy of this document should be submitted to the Registrar's Office.
- The Dean/Chair responsible for the program should consult with other affected schools and obtain the appropriate sign-offs on a paper copy of this document. Once all consultations and sign-offs have occurred, the paper copy should be submitted to the RO
- Course Request Forms must also be submitted electronically to Strategy and Planning for all new courses. These will be forwarded to Scheduling following approval of the changes by the Dean and possibly the VPA's Office.

1.0 Program Requiring Changes

Program Title:	Hospitality Management- Hotel	
Program Alpha & Number:	HMT3/HMT4	
Effective Catalog Year:	2013/14	

Please answer each of the questions below, if applicable. Missing or incomplete information may delay approval and/or implementation of the proposed changes.

2.0 Rationale for Changes

2.01 Provide a brief description of the reasons for the proposed changes.

We are proposing the following courses be moved:

HOTL-3004 Food Beverage & Labour Cost Control removed from year 1 and added to year 2.

HOTL-1008 Front Desk Theory removed from year 2 and added to year 1 (- 5 hrs.)

HOTL-1009 Front Desk Practical removed from year 2 and added to year 1 (+ 5 hrs.)

In order to align with the provincial transfer agreement this change is required.

HOTL-3004 is an advance level course. Students will have greater success taking this in the second year of the program, as it is very challenging for them.

Moving the Front Desk Theory and Practical courses to the first year will engage students into the accommodations aspect of their program earlier and broaden employment potential for students between their first and second year.

2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue)

No, change is a result of the provincial college transfer agreement.

- How will changes affect student learning and success? (describe evidence to support this)

Content of HOTL-3004 would be better suited to a second year student due to the elevated knowledge required.

Introduction of Front Desk Theory and Practical to the first year of the program will be well received by students within the program as they are introductory and will open up additional placement opportunities between first and second year.

- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications)

No change. Course will have the same Program Specific Fees.

- How will changes affect the flow of the program?

No change to flow of program.

2.03 Relationship of Program to Industry

- How do changes reflect trends in the field or in industry? (Provide data regarding industry and/or professional trends.)

No change. The courses are still being delivered just at different times.

2.04 Program Learning Outcomes

- How do the changes align with Ministry outcomes? (Provide a copy of the completed program map indicating gaps/overlaps that are being corrected)

No change continues to meet Vocational Learning Outcomes

2.05 Relationships with Other Fanshawe College Programs

- Is this course in a ladder program or part of any other Fanshawe College program?

This change will have some minor impact on the seamless transferability between Hotel and the F&B programs but is still manageable.

2.06 Relations with Other Post-Secondary Programs

- How will the changes affect transfer agreements with other post-secondary institutions?
- What discussions have been initiated with these institutions regarding the changes?

This will not affect any other articulation or transfer agreements

2.07 Changes on Fit of Program with general College Requirements for Programs

- How do changes affect the fit of the program with the College's strategic plan, program mix, general education requirements, marketing?

No changes

- Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.)

Program still meets College policies and practices

3.0 Consultation Regarding Proposed Changes

3.01 Consultation With Program Advisory Committee

- Indicate feedback from the program advisory committee regarding the changes.

There is no change in curriculum therefore consultation with Program Advisory Committee was not required.

3.02 Consultation With Other Programs/Schools/Services

- What programs/schools/services have been consulted?
- What feedback and suggestions have been offered through consultation?

Consultation with all faculty and coordinators impacted. All are in support of this change.

As there was no impact to Vocational Outcomes consultation with other schools was not required.

4.0 Resource Implications of Proposed Changes

4.01 Staffing

- Outline all staffing consequences, both for the program and related areas.

None

4.02 Services

- Outline all consequences on other areas.

None

4.03 Space or Technology Requirements

- Outline how changes affect space and/or technology requirements.

No additional space required.

4.04 Budgetary Implications

- Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required)
- Outline changes to materials fees.

No budget impact.

Approvals: Chair of School and Dean of Faculty; possibly VPA's Office, if significant

☒ Approved

☐ Not Approved / Requires Changes


Chair of School/Campus (signature)

Date

Nov 26, 12


Dean of Faculty (signature)

Date

Nov. 26, 2012

Chair of Servicing School, if required (signature)

Date

Vice-President, Academic, if required (signature)

Date